



**The Future Of The World
Is In This School**

Parent Handbook

2025-2026

2200 Aqueduct Avenue

Bronx, NY 10453

Phone: 718-584-5805

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www.ps91x.org

Principal - Meredith Nasjletti

Assistant Principal - Jessica Diaz

Parent Coordinator - Francis Marine

This is the 2025–26 school year calendar for PS 91. Please note the following:

- On days when school buildings are closed due to inclement weather or other emergencies, all students and families should plan on participating in remote learning.
- On parent-teacher conference days, students will be dismissed at 11:30 am.

2025-2026 School Year Calendar

DATE	WEEKDAY	EVENT
September 4	Thursday	First day of school
September 17	Wednesday	Virtual Parent-Teacher Night
September 23-24	Tuesday-Wednesday	Rosh Hashanah, schools closed
October 2	Thursday	Yom Kippur, schools closed
October 13	Monday	Italian Heritage/Indigenous Peoples' Day, school closed
October 20	Monday	Diwali, schools closed
November 4	Tuesday	Election Day, students not in attendance
November 6	Thursday	Virtual Parent-Teacher Conferences
November 11	Tuesday	Veterans Day, school closed
November 27–28	Thursday, Friday	Thanksgiving Recess, school closed
December 24–January 2	Wednesday - Friday	Winter Recess, schools closed
January 19	Monday	Dr. Martin Luther King Jr. Day, school closed
February 16–20	Monday–Friday	Midwinter Recess, school closed
March 5	Thursday	Virtual Parent-Teacher Conferences
March 20	Friday	Eid al-Fitr, school closed
April 2-10	Thursday–Friday	Spring Recess, school closed
May 7	Thursday	Virtual Parent-Teacher Night
May 25	Monday	Memorial Day, school closed
May 27	Wednesday	Eid al-Adha
June 4	Thursday	Anniversary Day; Students not in attendance
June 5	Friday	Clerical Day; Students not in attendance
June 19	Friday	Juneteenth, school closed
June 26	Friday	Last day of school for students

2025-26 School Year Testing Schedule

Operational Test	Administration Window	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
NYSAA English Language Arts, Mathematics, and Science	Monday, March 9— Friday, June 5	Make-ups must be given within the testing window	N/A	N/A
Grades 3–8 English Language Arts Grades 3–8 mathematics Grades 5 & 8 science	Monday, April 6— Friday, May 15	Make-ups must be given within the testing window	Completed by Friday, May 22	N/A
NYSESLAT Speaking	Monday, April 6— Friday, May, 22	Make-ups must be given within the testing window	Speaking is usually scored as it is administered.	TBD
NYSESLAT Listening, Reading, Writing	Monday, May 4— Friday, May 22	Make-ups must be given within the testing window	TBD	TBD

For assessment dates and other calendars, please visit
<https://www.nysed.gov/state-assessment/news/2026-testing-schedule>

P.S. 91 Vision

At P.S. 91, we envision a vibrant school community where every student is empowered through rigorous, engaging instruction and joyful, inclusive experiences. Rooted in the performing arts, we strive to nurture confident, creative, and compassionate leaders prepared to succeed in college, career, and beyond.

P.S. 91 Mission

Our mission is to light the path for every learner through high-quality instruction, collaborative leadership, and strong partnerships with families and the community. We are committed to cultivating a safe, student-centered environment that honors voice, celebrates diversity, and inspires excellence in every child.

P.S. 91 Instructional Focus 2025–2026

"Empowering Literacy and Leadership through Excellence, Expression, and Equity"

For the 2025–2026 school year, P.S. 91 will prioritize the following instructional focus areas:

- Early Literacy Mastery (Pre-K to 2): Through intentional planning, MTSS instruction, and family engagement in foundational skills, ensure all students read proficiently by 3rd grade.
- Differentiated Literacy Instruction (Grades 3–5): Strengthen implementation of high-quality literacy practices that support multilingual learners and diverse needs using data-driven planning and progress monitoring using MTSS.
- Strategic Reading and Performing Arts Integration: Leverage the performing arts to build fluency, comprehension, and confidence, fostering students' ability to interpret, express, and advocate through literacy-rich experiences.
- Collaborative Professional Learning: Engage teachers in shared leadership, cycles of inquiry, and reflection aligned to our instructional priorities to drive student achievement.

Official School Hours

Monday – Friday 8:00 A.M. to 2:20 P.M.

The school day begins at 8:00 A.M. sharp. Doors open for breakfast at 7:30 A.M. If your child eats breakfast at home, please ensure they arrive at school by 7:55 A.M. They will use the entrance on Clinton Ave. between Aqueduct Ave. and Grand Ave.

Breakfast

Breakfast will be served Monday - Friday in the P.S. 91 cafeteria from 7:30 a.m. to 7:55 a.m. Staff will be present to supervise students at this time.

Lateness

Please be sure that your child arrives at school on time. It is upsetting and sometimes difficult for children to adjust to the flow of the day after arriving late. Student lateness also interrupts the learning of the other children in the class. Let's teach our children the importance of being on time. If your child is absent for three or more days, you will receive a home visit and a phone call. Absence and lateness impact student learning.

Dismissal

All students will be dismissed from the auditorium. You must pick up your child on time by 2:20 at the latest.

Times:

- 2:05 PM - Grades K and 1
- 2:10 PM - Grades 2 and 3
- 2:15 PM - Grades 4 and 5

Grades 3-5 walkers must have a permission form signed by a parent or guardian

Half-Days

The above information also applies to half-day dismissals. On a half day, all children will be dismissed by 11:30 am from the main schoolyard. Students will begin lining up in the schoolyard at the following times:

11:05 AM - Grades K and 1
11:10 AM - Grades 2 and 3

11:15 AM - Grades 4 and 5

Inclement Weather

Grades K-5 will be dismissed from the schoolyard. Please remind students to bring umbrellas if rain is expected. Grades 3-5 Walker line is by the Jungle Gym entrance along the fence.

Grades K-5 students will be dismissed in the schoolyard. P.S. 91 will send a note home notifying parents of the half days. *Please note: if someone other than a child's guardian (babysitter, relative, or neighbor) is scheduled to pick up their child, that person's name must appear on your child's Disposition sheet and/or Emergency Blue Card. Students will not be released to anyone unless the person's name is noted on the emergency blue card or disposition sheet. If there is a delay in picking up your child, please contact the school immediately at 718-584-5805.

Lunch

There are three consecutive lunch periods: Kindergarten/1st from 10:40 - 11:30 a.m., 2nd/3rd from 11:35 a.m. - 12:25 p.m., and 4th/5th from 12:30 p.m. to 1:20 p.m. Weather permitting, children have recess in our schoolyard. During inclement weather, recess is held in the auditorium or the cafeteria, where students can read, draw, play games, or watch a movie. Your child may bring lunch from home. *Please do not send candy, soda, and highly sweetened or processed foods for lunch. Gum is not allowed at any time.*

Free and Reduced Meal Application

All parents and guardians must complete the free and reduced-price meal application form. You can return either a completed paper application to our Parent Coordinator, Mr. Marine, or our secretary, Ms. Gutierrez. You can also apply online at www.myschoolapps.com/Application using any electronic device with an internet connection. Households must complete only one application for all children living in a home attending Pre-K to high school. Say yes to delicious and healthy school meals and complete your child's application today. Completing this form helps secure State funding for your child's school. If you have questions regarding the application, contact School Food's Help Desk at 877.363.6325. Paper applications are only available at the school.

Transportation

Residence/school distances are determined by the Office of Pupil Transportation (OPT) using the shortest walking route. The shortest walking route is determined by distance measurements that are provided to OPT by the New York City Department of City Planning (NYCDCP). Driving Distance and measurements provided by computer programs other than those provided to OPT by City Planning are not used to calculate student eligibility. Bus routes change every year, so it is important to obtain the current bus information for your child, even if he/she has had bus service in the past. For questions regarding your child's eligibility, route, or schedule, please call the office of Pupil Transportation at 718-392-08855 or visit the OPT website at <https://www.schools.nyc.gov/school-life/transportation/transportation-overview>. Buses for special education students are assigned by the Committee on Special Education, and parents are notified of the bus route and contact number by that office.

Dress Code

All students are required to dress appropriately for school. Please label all outer garments, including hats and gloves. Children should come to school in sturdy, comfortable shoes that are appropriate for running and playing during recess. Students should wear sneakers on the days they have gym. We request that you send a spare set of clothing for Kindergarten children. Each article of clothing should be labeled with your child's name. Spare sets of clothing will be sent home at the end of December. If your child has outgrown the clothing at that time, please provide the school with another set that fits your child in January.

Students are prohibited from wearing revealing clothing that does not provide full coverage of private body parts. In addition, hats of any kind should not be worn during the day. Hoodies are permitted; however, the hood of the sweatshirt should not be worn inside the building.

Lost & Found

There is a lost and found box in the P.S. 91 lunchroom. P.S. 91 is a large building and we cannot be responsible for lost personal property. We try our best to collect clothing that is CLEARLY LABELED and return it to the correct child. Otherwise, we place them in the lost and found receptacle. Make sure to look in this box. If you need assistance, contact our Parent Coordinator, Mr. Francis Marine at (973) 988-4275.

Parent Engagement

All parent meetings will be held virtually with teachers. Make sure your contact information is up to date. The best way to contact your child's teacher is through ClassDojo. Parent Engagement activities include face-to-face meetings (individual or group) with parents or guardians; telephone conversations with parents/guardians; virtual meetings; or written correspondence, including email. Our parent coordinator, Mr. Marine (718-584-5805 ext.1019), or (973)988-4275, is available to support you with any concerns regarding parent involvement.

Backpack Mail

Backpack Mail is the most direct system of communication between parents and teachers. Important information will be sent home via backpack most days by your child's teacher and sometimes by the school administration. There should be a designated folder that your child uses to bring home mail. Any important information can also be seen on our school website @ps91x.org and ClassDojo.

After every school day, please check your child's folder for any notes from the teacher or important school information. Parents should also use the folder to send notes to the teacher with dismissal routines, meeting requests, or other questions or concerns. Additionally, any important information will be sent via ClassDojo and our school messenger service (Sonar Cloud), with a recording on your home/cell telephone. (Number that you provide)

Parent/Teacher Conference

Official DOE Parent-Teacher conferences are held twice during the school year (November & March). All parents should attend these conferences. Parents may schedule additional meetings with teachers if more time is necessary. We also have 2 virtual parent-teacher nights in September and May, which provide additional information. All 2025-2026 Parent/Teacher conferences will be held virtually. A sign-up form will be sent to you so you can schedule your visit. School Website: www.ps91x.org

Student Expectations & Report Cards

Homework

Homework is the reinforcement of a skill/knowledge/understanding that was learned in the classroom. Homework acts as the link between the child's home and school. It also acts as an informative tool that tells parents of the child's learning progress and prepares the child for the next learning step. For this reason, it is crucial that homework be consistent and within the parameters of a student's ability.

All students in all grades must maintain a homework folder/notebook. Homework will be assigned daily. Homework must include, but is not limited to, a nightly reading assignment that supports strategies or concepts taught during a recent reading lesson, a writing assignment, and independent practice in skills learned in mathematics.

Homework in kindergarten and first grade should take approximately 20 to 25 minutes per night. An additional 10–15 minutes should be added to that time for each grade. Students should read with a parent or independently every night: For grades K–2, from 15–30 minutes, for grades 3–5, for 30–45 minutes.

Students will be allowed to take reading books, textbooks, notebooks, and other materials home to complete their assignments.

Homework will be checked for by the teacher. Random collections throughout the week should ensure that all students are completing their assignments. Checked homework may include teacher's feedback that is beneficial to student progress and offers students next steps.

Report Cards

Report cards are issued three times a year during Parent-Teacher conferences in November and March, and the last day of school in June. The report card can be located on the New York City School Account (NYCSA), <https://mystudent.nyc/>. Once the report card is issued in June, safekeeping is the parents' responsibility. If you do not have a NYCSA account, you must contact the Parent Coordinator, Mr. Marine, at (973) 988-4275 or fmarine2@schools.nyc.gov, who will help you create one.

P.S. 91 Grading Policy

At the end of each marking period, all students will be graded on their mastery of the following criteria:

Reading

- Identifying and applying sound and spelling patterns, and word analysis skills to recognize and decode words in print.
- Reading with sufficient accuracy and fluency to support comprehension
- Reading and comprehending grade-level texts independently across a variety of genres (fiction and nonfiction)
- Demonstrating comprehension by referring to text details
- Student participation.

Teachers may use the following assessments:

- MClass Reading (K-2)
- Foundations Assessments (K-2)
- HMH and Eureka2 End of Unit/Module Assessments (K-5)
- iReady (K-5)

Writing

- Using details and facts from the text in writing to convey further meaning
- Writing independently for different tasks, purposes, and audiences (opinion, informative/explanatory, narrative)
- Revising writing to clarify and add details as needed
- Student participation.

Teachers may use the following assessments:

- End of Module Writing pieces (Portfolio pieces)
- Students are graded based on their mastery of the 6 traits of writing- Ideas, Organization, Sentence Fluency, Word Choice, Voice, Conventions

Listening, Speaking, and Writing

- Expressing ideas with clarity
- Understanding and using a wide range of vocabulary
- Using correct grammar, mechanics, and spelling
- Student participation

Teachers may use the following assessments:

- Accountable talk checklists and rubrics

Math

- Demonstrating an understanding of mathematical concepts
- Solving problems with precision and accuracy
- Solving problems in multiple ways and explaining solutions
- Student participation

Teachers may use the following assessments:

- Module tests and quizzes average
- Baseline, midline, and endline benchmarks aligned to the NGLS
- Performance Task Pieces
- End of Unit Assessments
- Exit tickets

Science

- Demonstrating an understanding of science content and concepts
- Using reading, writing, and mathematics to gather, interpret, and use evidence in science content and concepts
- Making and testing predictions, seeking answers, and developing solutions
- Student participation

Teachers may use the following assessments:

- Demonstrates an understanding of social studies content and concepts
- Uses reading and writing to gather, interpret, and use evidence in science content and concepts
- Applies critical thinking to extend understanding

Social Studies

- Demonstrating an understanding of social studies content and concepts
- Using reading and writing to gather, interpret, and use evidence in social studies content and concepts
- Applying critical thinking to extend understanding
- Student participation

Teachers may use the following assessments:

- Participation in curriculum-based lessons and activities.

English As a Second Language

- Using English to understand and apply information for content area learning and personal use
- Student participation.

Teachers may use the following assessments:

- All content area assessments
- NYSITELL and NYSESLAT

Academic and Personal Behaviors

- Manages time and consistently demonstrates effort to independently achieve goals
- Works in an organized manner
- Persists through challenges to complete a task by trying different strategies
- Asks for help when needed
- Respect school rules and work well in the school community
- Student participation

Promotion in Doubt

Students can be identified as promotion in doubt for ELA, Math, or both if they are performing far below grade level (Level 1). The promotion in doubt (PID) process formally notifies families in writing that their child is at risk of not meeting promotion benchmarks and may be retained in the same grade for the next school year.

January – Early February

- Schools identify students who are not on track to meet promotion benchmarks at the end of the school year.
- Families of students whose promotion is in doubt will receive written notice in the mail.
- The mid-year PID notification enables teachers and students' families to plan for the needed support and interventions to help students meet promotion benchmarks by June.

May – Early June

- Schools complete promotion portfolios for students who may not be ready for the next grade level. This is based on student work and assessments from throughout the school year.
- Principals make promotion decisions based on the English Language Arts and Math skills shown in the student's portfolio.

Early June

- Principals make promotion decisions based on the English language arts and math skills shown in the student's portfolio.
- Principals schedule meetings with families of students who may be held over.
- Students cannot be held over if they did not receive a promotion-in-doubt letter.

Students With IEPs

Most students with IEPs can demonstrate sufficient progress towards New York State Learning Standards, their IEP goals, and promotion benchmarks when assessed using multiple measures and provided with specially designed instruction, appropriate accommodations, and other special education supports and services.

For this reason, standard promotion criteria should be indicated on almost all IEPs of students with disabilities in grades 3-8. Only in exceptional circumstances should students with disabilities have modified promotion criteria.

A student who participates in standardized State assessments may only be considered for modified promotions if the impact of the student's disability is so severe that the rate of progress is significantly delayed to the extent that the student is unable to make sufficient

progress toward the promotion benchmarks. A student who can make progress with appropriate support and services, when assessed using multiple measures, may not be recommended for modified promotion criteria.

A decision to hold a student to modified promotion criteria cannot be made by a teacher in isolation at an Annual Review. Parents must be made fully aware of the impact that modified promotion criteria have on their child's preparation for high school.

Student Behavior Contract

All students are required to follow the standards in the discipline code. These standards are implemented to maintain a safe and supportive environment for all students in the school. Please take some time to read through these standards and discuss them with your child.

Attendance Policy

Attendance every day is required for students' academic success. Perfect attendance is the goal. Having 90% attendance means a student is missing 18+ days over a school year. With regular attendance, students learn the skills and habits to excel in their academic and social lives. NY State regulations require schools to maintain records that verify student attendance. Attendance must be recorded daily. Late arrivals and early departures must also be recorded.

A student must be in school for at least one instructional period to be marked present for the day. Absences may be excused (but not eliminated) for reasons listed below. Excused absences will not be counted when attendance is assessed for school attendance recognition or eligibility in sports or other school activities. However, the attendance team will follow up with families about recurring attendance issues, including recurring absences that may be considered excused.

When a student is unable to attend school due to illness or injury, a doctor's note is required for the absence to be excused. If an accommodation is required to return to school (cast or medication), families must call Ms. Gutierrez at 718-584-5805 about 504 plans or Medication Administration Forms. If families fail to seek the necessary accommodation plans, any continuing absences due to illness or injury, including asthma-related absences, may be considered unexcused. The school follows the DOE policy on Head Lice.

When a student is unable to attend school due to religious observation, the family's request in writing is required to indicate an excused absence. Please refer to Chancellor's Regulation A-630.

When a student is unable to attend school due to a death or an emergency, notification and documentation by the family are required to indicate an excused absence. Proof of documentation may include the following: a doctor's note, flight information with return and departure dates.

If a student requires support to return to school (transportation, counseling, supplies), the family must call Ms. Gutierrez at 718-584-5805 to discuss their needs. If you have absences to attend funerals outside of the country, please notify Ms. Gutierrez.

When a student is unable to attend school due to appointments with the court, social services, or other city agencies, notification and documentation by the family are required to indicate an excused absence.

Whenever possible, families are expected to schedule appointments, including school visits and doctors' visits, outside of regular school hours, or to schedule appointments so the student does not miss an entire day of school.

When a student is unable to attend school due to a lack of appropriate immunizations, the absence(s) are considered unexcused. Please refer to Chancellor's Regulation A-701.

Families should plan vacations and trips when school is not in session. If students do miss school, families must work with the school to develop plans for the work to be completed.

It is the family's responsibility to call Ms. Gutierrez at 718-584-5805 before 8:00 a.m. to inform her of the reason for any absence. When a student returns from a full-day absence, he/she must go to the main office and submit documentation. A record of the absence (excused or not) will be shared with all of the student's teachers.

Students are marked late if they are not in their homeroom at 8:05 a.m. If a student arrives at school at 8:05 a.m. or later, he/she goes directly to their classroom and must provide the reason for the lateness.

Lateness may be considered excused for the same reasons provided above for absence (Illness/injury, religious observation, family emergency, pre-arranged appointments) or school bus delays or documented MTA delays.

Lateness due to routine delays in public transportation is not considered excused. Students and families need to allow ample time for travel and monitor MTA reports. There are no exceptions for inclement weather, and families are advised to leave extra time for the commute.

After 8:10 a.m. students must enter the building through the main entrance.

The attendance team will follow up with families about frequent lateness issues, including frequent lateness that may be considered excused.

A student can be dismissed from school early to the family or a person who has been identified on the Emergency Blue Card. Anyone picking up a student must provide a photo ID. Early departures may be indicated by a reason code on the student's attendance record. The attendance team will follow up with families about frequent incidents of leaving school early.

No number of absences can prevent promotion to the next grade or graduation. However, it is more likely that a student who misses school will have lower grades and test scores and may not meet the academic standards for promotion or graduation.

Lateness to class may result in a lower class average due to the loss of instructional time in activities such as classroom participation, examinations (quizzes/full period exams), ELA, Math, etc.

It is the student and family's responsibility to arrange for make-up work.

Only students who are in school on the day of after-school activities (dances, clubs) can participate in after-school activities.

All students will attend the monthly celebrations. Students with 100% attendance will receive a certificate and a small prize. Students with perfect attendance for the entire school year will receive an award at the end of the year.

The school ensures that appropriate outreach and guidance interventions are provided for students who exhibit attendance problems, including arriving late or leaving early. The attendance team, including administrators, counselors, teachers, social workers, and other school staff, can all be involved in facilitating attendance resolutions.

Every day that a student is absent, school staff will call families. Even if families provide a documented reason and the absence is considered excused, a phone call may still be made to check on the student's well-being.

After three consecutive absences, a home visit will be conducted, and a meeting with members of the attendance team will be scheduled to create an intervention plan.

There will be follow-up calls to ensure progress is made and the intervention plan is being followed with fidelity.

It is very important to keep all contact information updated. Please alert the classroom teacher, parent coordinator, and school secretary, Ms. Guiterrez, at 718-584-5805 of any changes to address or phone numbers. Families can check student attendance online with a NYC School Account.

At the end of each marking period, the family should review the record of attendance that appears on the report card. If an error has been made, notify Ms. Gutierrez at 718-584-5805. Errors in the attendance or lateness record cannot be corrected after mid-July. After the current school year, inaccurate attendance and lateness records may be amended, per Chancellor's Regulation A-820, as a letter to the student's file. If families have any questions or concerns about getting students to school every day, they can call Ms. Gutierrez at 718-584-5805.

Hospitalization or treatment: Admission to a private, acute, in- or outpatient program generally includes a consent to educate agreement with tutoring services at the facility. With this documentation, absences are considered excused. The school maintains the student on the school's active register, and the family helps with the education and transition plans. For long-term treatment, families may consider whether home instruction, hospital instruction, or a Restart Academy is an appropriate option. Admission to a NYS Dept. of Mental Health Treatment Facility is a discharge.

Blue Emergency Cards

These forms are available on the DOE Parent Portal at <https://mystudent.nyc/>, and must be resubmitted annually with current information. You must list at least three people and their updated contact information in the event the school cannot reach you. Your child will not be released to anyone who is listed on the blue card without a note from you, so please make sure numbers are working and up to date. If numbers change during the school year, you must come to the main office and make the changes. Do not simply tell the teacher. If your

address should change during the school year, you must bring two pieces of address verification to the School Secretary, Ms. Guiterrez, so that the new address can be entered in the DOE database.

Photo Video/Release Forms

Photo Video/Release Forms must be completed and submitted to the classroom teacher for every student. If you do not consent, you may simply write “no consent” on the form. New families fill out the form at pre-registration. It is not necessary to fill it out at the beginning of the school year if you have already submitted one the previous year.

Health Forms

A health form signed by a physician must be on file in the school. Immunization forms must be up-to-date. New health regulations require that your child have a tuberculosis clearance (a negative reading of the Mantoux PPD test). If your child does not have a tuberculosis clearance within two weeks of school admission, we cannot allow him/her to continue attending school. Children entering Kindergarten who are new to the school must submit a physical exam form that has been completed by their child’s pediatrician. Physical Examination Forms must be submitted to Ms. Gutierrez. These forms must be submitted by the first day of school.

Field Trips Forms

Field Trips are scheduled by classroom teachers throughout the school year. Permission slips will be sent home for each field trip that requires travel. No student will be allowed to attend a field trip without a parent-signed permission slip. If your child has to remain at school, he/she will go to another classroom for the duration of the trip.

Student Walker Form

A Student Walker Form allows students in grades 3-5 to walk home by themselves. This form ensures that your child has your permission on file to walk home. Walkers will leave PS 91 promptly at 2:20 PM.

ALL EMERGENCY FORMS WILL BE AVAILABLE ON THE PS 91 WEBSITE
WWW.PS91X.ORG UNDER THE “PARENT TAB”

Family Emergency Plan

In the event of a family emergency, your child must know what to do and that you communicate with the school so that we can support you. We recommend that you create a safety plan. Your child must know all necessary phone numbers, as well as your neighbor's phone number (if possible). It would be helpful to rehearse a scenario so your child has some experience with making these calls in case he or she needs to reach you. If there is a change in your child's dismissal plans, please send a note to your child's teacher to inform us of this change. You may also write your contact number in your child's notebook.

Safety and Security

Visitors

The School Safety Agent assigned to our school sits at the desk inside the main lobby. The Safety Agent cannot let the children enter the building before there is supervision, even in inclement weather, so there is no drop-off allowed before 7:30 am. To avoid congestion and maintain a safe environment for students, visitors (including parents) must wait until 9:00 am to enter the building unless an appointment has been scheduled in advance. All parents and visitors must show ID and sign in at the safety agent's desk. There, they will receive a visitor's pass. All parents and visitors **MUST** report to the main office before proceeding to any other location, and the visitor's pass must be worn while in the building.

Parents may not visit their child's classroom during school hours. Please remember that the teacher is teaching and cannot have a conversation at that time. If you need to drop something off to your child, such as a forgotten lunch or backpack, please leave it at the security desk, and a staff member will deliver it to your child. Parents may not enter the cafeteria during student lunch periods.

Fire Drills/Emergency Evacuation

Fire and Shelter-In drills are conducted periodically throughout the school year. In the event of a drill, children are to remain silent and listen closely to the instructions of the teacher in charge. During a fire drill, they will proceed to the nearest exit in line with their class, walk in line away from the building until the fire drill is over, and then return quietly to the classroom. During the fire drill, there is no time for children to put on their coats. Just as if it were a real fire, the priority is a safe and quick evacuation. During a shelter-in or lockdown drill, children remain in the school and follow the instructions of the teacher. In the event of

an emergency evacuation, PS 91 staff have specific protocols to follow, working in coordination with the Department of Education, the Police, and the Fire Department.

Students and staff will be evacuated to designated locations that provide shelter, and have access to the Emergency Communication Command Center. If there is a real SHELTER-IN, please note that all doors will be locked (until lifted) and anyone outside of the building (s) will not be allowed to enter the building.

School Closings

In case of inclement weather, please dial 311 or download the 311 app. We will communicate through our School Messenger service Sonar Cloud and via email and the website. Students will be expected to attend school virtually if a SNOW DAY is announced unless otherwise directed.

Parent Involvement

P.S. 91X welcomes and looks forward to developing a collaborative relationship with our parents. We encourage you to become involved and participate in as many ways as you feel comfortable. The following are suggested ways that you can become active in our school:

Parent Association

- PA Meetings are held monthly to discuss ideas and concerns about school life throughout the year. Letters are sent home informing you of dates and times.
 - *PA President Josmary Reyes can be reached at Josmaryr01@gmail.com.*

School Leadership Team

- Once a month, this team meets to make decisions about how to improve our school. Notices are sent monthly. (Dates will be posted in the Main Lobby)

Family Services

Our Parent Coordinator and Guidance Counselor are available for support. School letters needed for Public Assistance, Income Tax, or for any other personal reasons can be requested at the Main Office on Monday through Friday, from 9:00 a.m. to 12:00 p.m.

Parent Workshops

A series of workshops are offered every year to inform and address the needs of our families, from school curriculum to parenting. Please see the Parent Coordinator, Mr. Marine and check the monthly family calendar, or look for postings in the main entrance & around the school. Mr. Marine, can be reached by calling (973) 988-4275 or email FMarine2@schools.nyc.gov.

Birthdays

Birthday celebrations are not permitted during school hours at PS 91.

Strollers

Please note that, due to fire and security regulations, strollers are NOT allowed in the hallways. When entering the building for any reason, you will be asked to leave your stroller near the safety agent's desk, the external lobby area, or outside. There are no exceptions to this regulation.

Toys

Our classrooms have many different manipulatives and instructional games for children. Your child should not bring toys to school. All electronic games (Game Boys, handheld games, etc.) are NOT PERMITTED in the school building at any time. Books and games are provided and are allowed for use after children have had their lunch.

P.S. 91 Cell Phone & Electronic Device Policy (Grades K–5)

Aligned with Chancellor's Regulation A-413

At P.S. 91, we are committed to maintaining a learning environment that is safe, respectful, and free from unnecessary distractions. To support this commitment, and in compliance with **Education Law §2803**, effective **August 1, 2025**, all New York State schools are required to prohibit the use of personal internet-enabled electronic devices during the school day on school grounds.

An “**internet-enabled electronic device**” is defined as any device capable of connecting to the internet and accessing online content. Examples include: cell phones, smartphones, smartwatches, laptops, tablets, iPads, and portable music or gaming systems.

School Policy

At P.S. 91, students have **never been permitted** to use their cell phones during the school day, so this new state mandate does not change how we operate. Students may not use or access personal devices from the time they arrive at school until the end of the school day.

The **school day** is defined as the time from when students enter the building until dismissal, including lunch, **8:00 a.m. to 2:20 p.m.**

During the day, students will continue to have access to **NYCPS-issued devices** for learning. Personal devices must remain **off and stored away** for the entire day.

Collection and Storage

- Students hand in their phones each morning. There will be a designated room where students can drop off and pick up their cellphones.
- At the end of the day, devices will be returned to students. If a student is picked up early, their device will be given back to them at that time.
- Any student who refuses to hand in a device and is later found with it will have it confiscated. A parent/guardian will then need to pick it up at school.

Special Note for Grades K–2:

We strongly discourage students in grades K–2 from bringing electronic devices. If a device is brought, it must follow the same expectations above.

Confiscation & Parent Notification

Students who use devices in violation of the **NYCPS Discipline Code**, **school policy**, **Chancellor’s Regulation A-413**, or the **NYCPS Internet Acceptable Use and Safety Policy (IAUSP)** will face **progressive discipline** (consequences that increase depending on the nature and frequency of the violation).

- Devices used in violation may be confiscated by staff.
- Parents/guardians will be contacted to retrieve the device from the main office.
- Repeated violations may result in additional consequences, including loss of privilege to bring the device to school.

Important: State law does not allow suspension solely for device use. However, repeated refusal to surrender or properly store a device may result in suspension if approved by the **Office of Safety and Youth Development**.

Emergency Communication

- **Parents/guardians** may call the main office at **718-584-5805** and ask for the Parent Coordinator in case of an emergency.
- **Students** who need to reach home may use a phone in the main office.
- In a **schoolwide emergency**, families will receive updates through **GAMA (Grades, Attendance, and Messaging Application)**, which is linked to your **NYC Schools Account**.

For help setting up or accessing your account, please contact our Parent Coordinator, **Ms. Francis Marine**, at **718-584-5805**.

Responsibility for Devices

The school is **not responsible** for lost, stolen, or damaged devices. Students bring devices at their **own risk**. Families may submit claims for lost, stolen, or damaged devices through the **New York City Comptroller's Office website**. [Comptroller's webpage](#).

Exceptions

Personal devices may be permitted under the following conditions:

- **Educational Use:** If explicitly authorized by the school for a specific learning purpose.
- **Health-Related Use:** When necessary for managing a student's healthcare, as determined by a medical provider and reviewed by the Office of School Health.
- **Caregiver Responsibilities:** On a case-by-case basis, for students who serve as caregivers, after review by a school counselor, social worker, or psychologist.
- **Legal Requirement:** If mandated by law under an IEP or 504 plan.

If your child requires an exception to this policy, please contact **Ms. Diaz** at **718-584-5805** or by email at [**jdiaz128@schools.nyc.gov**](mailto:jdiaz128@schools.nyc.gov). All requests will be reviewed, and you will receive a response within **72 hours**.

Family Partnership & Digital Responsibility

Teachers will review this policy with students during the first week of school, and a copy will be sent home for families to review and sign.

At P.S. 91, we ask families to stay involved in their child's digital life by monitoring calls, messages, apps, and social media use. While cell phones are not permitted during the school

day, many conflicts that affect school begin **after school hours or on weekends** through group chats, social media, or texting.

Cyberbullying most often occurs through phones, and we are committed to keeping our community safe and respectful. P.S. 91 is a **Bully-Free School**, and digital safety is a shared responsibility. By staying informed and engaged, families help us reinforce positive and safe online behavior.

Disclaimer

P.S. 91 is not responsible for lost, damaged, or stolen cell phones or electronic devices. Students bring them at their own risk.

School Community Contacts:

Main Office: 718-584-5805

Fax Number: 718-584-7495

Website: www.ps91x.org

Twitter/X: PS91 Bronx @bronx_91

Instagram: @PS91X

Principal: Ms. Nasjletti - Mstruhlnasjlett@schools.nyc.gov

Assistant Principal: Ms. Diaz - Jdiaz128@schools.nyc.gov

School Counselor: Ms. McCartney - SMcCartney@schools.nyc.gov

Ms. Veras - Averas3@schools.nyc.gov

District Website: CSD10.org

Parent Coordinator: Francis Marine: 718-584-5805 Ext. 1019 / (973) 988-4275

School Nurse: Ms. Alicea 718-584-5805 Ext 2630

Department of Education Website: <http://schools.nyc.gov>

Office of Pupil Transportation (OPT): 718-828-5336 / 718-346-9600

New York City Information: 311